



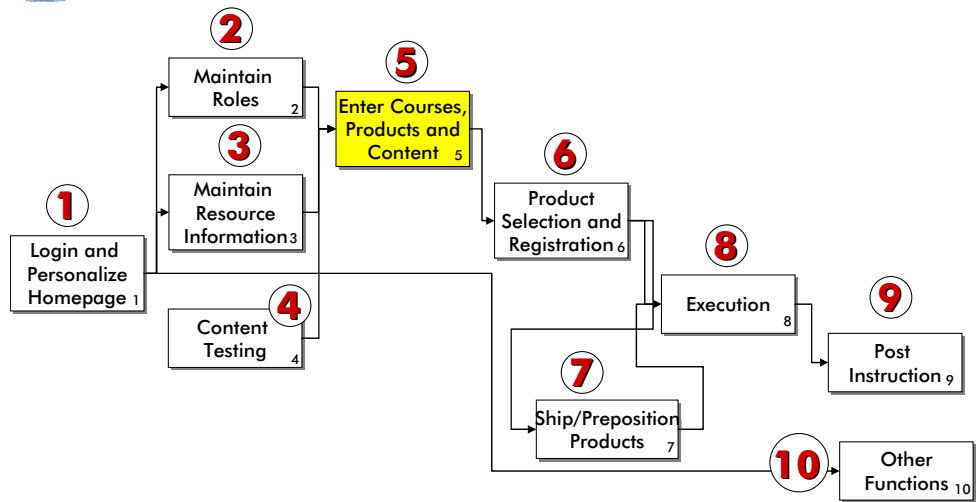
Construct Course Iterations

Office of the Project Manager, Distributed Learning System

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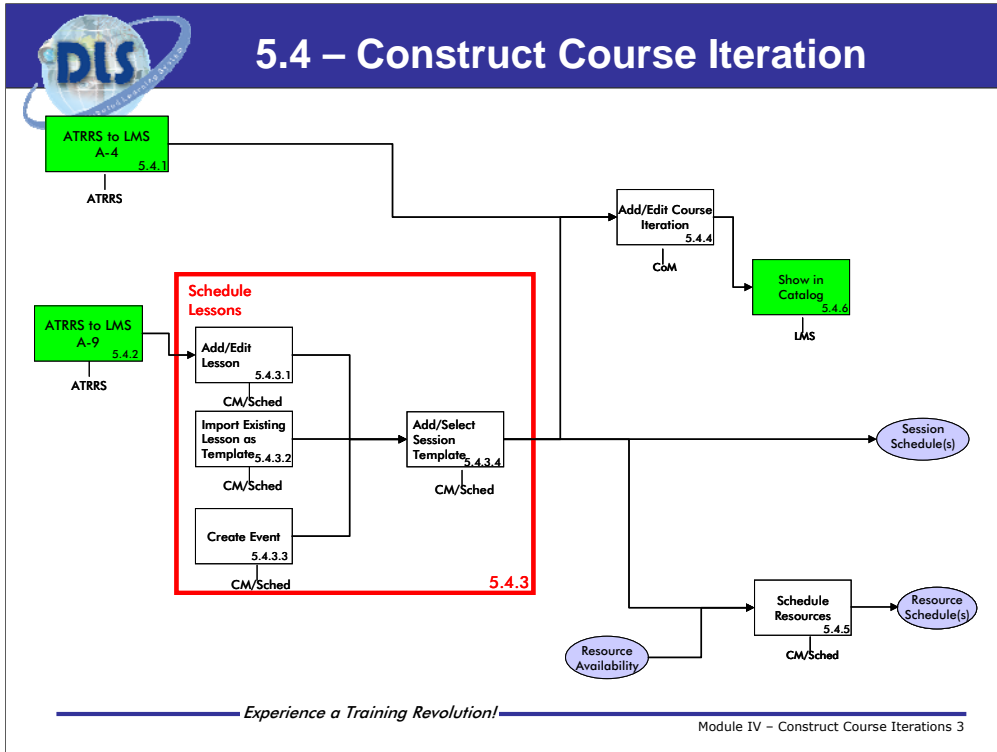


High Level Processes



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Module IV – Construct Course Iterations 2





Terminology

- ➔ **Course** – Generic instance of high level aggregation of learning products.
- ➔ **Course Iteration** – Scheduled instance of a Course – inherits attributes of the Course it was built from.
- ➔ **Lesson Template** – Generic instance of lowest level learning product overtly managed by the LMS.
- ➔ **Lesson** – Scheduled instance of a Lesson Template – inherits attributes of Lesson Template it was built from.

Course/Lesson Template: Course Manager

Course Iteration/Lesson: Class Manager/Scheduler

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Module IV – Construct Course Iterations 4

These definitions of Courses and Lessons are important distinctions as they are worked by different Role Based Users for different actions in the training process.

The difference between a Course and a Course iteration is that the iteration has a location, date and time associated with it. The Course itself is just a model of what should be taught and what is needed to teach it. The iteration is that *instance* of a Course that is schedulable and for which Learner's can register.

The Lesson template and the Lesson have the same relationship as the Course/Course iteration. The Lesson, not the template, is fixed in time and place. Lessons have rosters of registered Learners– templates never do.

In the ALMS, there is a natural break in the duties of Role Based users. As CM/Scheds, we work with Course iterations and Lessons.



Terminology

- ➔ **Learning Offering – Training Product (Lesson that is offered as an Iteration).**
- ➔ **Session – An occurrence of a training event that links a Lesson with time/date and place.**
- ➔ **Section – An instance of a Lesson scheduled at a specific date/time and place, but with its own unique roster of Learners.**

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Module IV – Construct Course Iterations 5

1st Bullet: Lessons templates, Lessons, and Web-based Products are all training Products. When selecting these from the LMS database for use in building Courses and iterations, they will appear as choices under the heading of Learning Offering.

2nd Bullet: When working with Lessons, we will see exactly how sessions are used in the Lesson creation process. It is the session that places a Lesson at a specific date and time.

3rd Bullet: We use sections when a class is to be divided into sub-groups. Class sections are independently schedulable. (For more academic situations, a section can be just another occurrence of the same class, such as a college Chemistry class that meets either Wednesday nights or Saturdays.)



How We Construct a Course Iteration

- ➔ **Create Lesson Templates**
- ➔ **Associate Resource requirements with Lesson Templates**
- ➔ **Build Course structure (add Phases, Modules, and Lesson Templates)**
- ➔ **Create Lessons from Templates**
- ➔ **Build Course Iteration and add Lessons to Iteration**
- ➔ **Associate Iteration to Course (from Course Details screen)**

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Module IV – Construct Course Iterations 6

As with Courses (templates), Course iterations are built from the bottom up, using Lesson iterations [and *ad hoc* events] as the basic building blocks. The following is a general procedure for creating Course iterations:

Note: Items in red were already discussed in a previous presentation Section 5.1. These are actions that Course Managers have already accomplished.

Class Managers of ATRRS Managed Course iterations should locate the Class administrative data in the LMS catalog before building lessons or will have to leave the completed lessons in storage until the Course iteration is established in the Catalog.

1st bullet: Creating “templates” includes all the associations, constraints, and additional information needed to perform training of Lessons based on the template. This was done by the Course Manager.

2nd bullet: Reminder: Resources were associated with templates and include Facilities, Equipment, Supplies (Expendables) & Instructors.

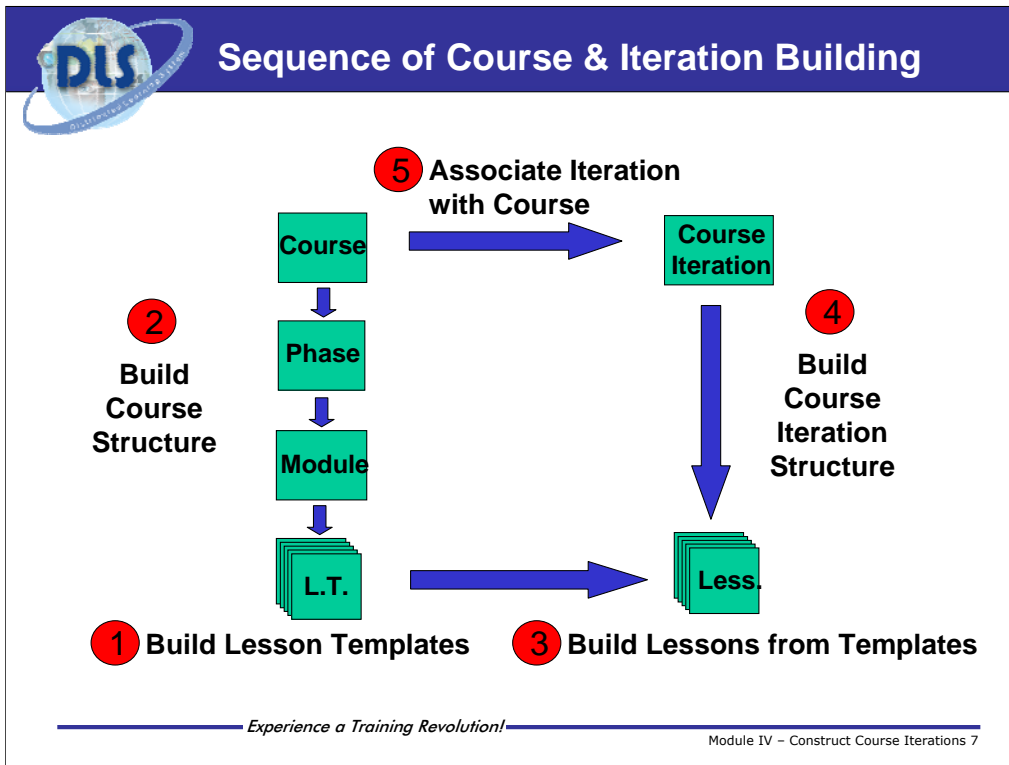
3rd bullet: We created or edited the Course administrative data (CAD), added a Phase or Phases, Module or Modules, then finally added the Lesson belonging with each Module.

Now, as CM/Schedulers, we will set them in place and time, make them applicable to some actual execution of training.

4th Bullet: We use the Lesson templates created by the CoM to build schedulable Lessons- one Lesson for every template in the Course model.

5th Bullet: Just as the CoM did while building the Course structure, the CM/Sched adds or edits the Course iteration administrative data, then “builds down” to add the Lessons he already created from the templates. Note that at the iteration level, there are no Phases or Modules used– just the Course iteration and its Lessons.

6th Bullet: Last, the CM/Sched must go to the original Course Details screen and use the Course Iterations link in the left navigation bar to create the association between that Course and the iteration he has just built.



[Trainer: We are now going to go through the process of building a Course Iteration.]

This is the first step in a five step process. Course Managers learned about some of this in a previous Lesson.

Step 1: The CoM creates however many Lesson templates are needed for his Course.

This is the second step. The CoM establishes the Course in the catalog by adding Phases, Modules, and associating the Lesson templates as Learning Offerings under each Module.

Now it is turned over to CM/SCHED to create the iterations. If it is ATRRS managed you must wait until ATRRS establishes the iteration (A-4 Message).

In Step 3 we build lessons from lesson templates- one Lesson for every Lesson Template in the Course model.

In Step 4 we build Course iteration structure from Lessons as Learning Offerings. Note that there are no Phases and Modules at the iteration level.

In Step 5 we Associate Course Iterations with the Course. This is done from the original Course's Course Details screen.



Details Concerning Course Iterations

- ➔ **Course Managers work with the Course; Iterations get worked by Class Manager/Scheduler Roles.**
- ➔ **Course Managers work with Lesson Templates; Lessons get worked by Class Mgr/Sched Roles.**
- ➔ **Class Manager and Scheduler must have a plan on how the Course Iteration will be conducted.**
 - Is there more than one Section needed?
 - Are required Resources managed in the ALMS?
 - Are there any planned events that must be scheduled around?
- ➔ **CM/Sched should have Course Iteration execution strategy based on the Course.**

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Module IV – Construct Course Iterations 8

Note: Every course iteration must have at least one Lesson or product to be saved. (These only take a minute or two to create).

Bullets 1, 2: These are just quick reminders. It is easy to get confused at times.

Bullet 3: The CM/Sched should be aware of any constraints to training or other factors that may influence the scheduling process.

Bullet 4: It is important that the CM/Sched know how the Course is to be executed. The Course structure in the LMS should tell him what he needs to know. When creating a detailed schedule of Lessons making up a Course iteration, the CM/Sched should lay out the Lessons in the order of the Course's templates, e.g. day 1 is this, day 2 is this, and day 3 is this, and so on until the entire schedule is completed.



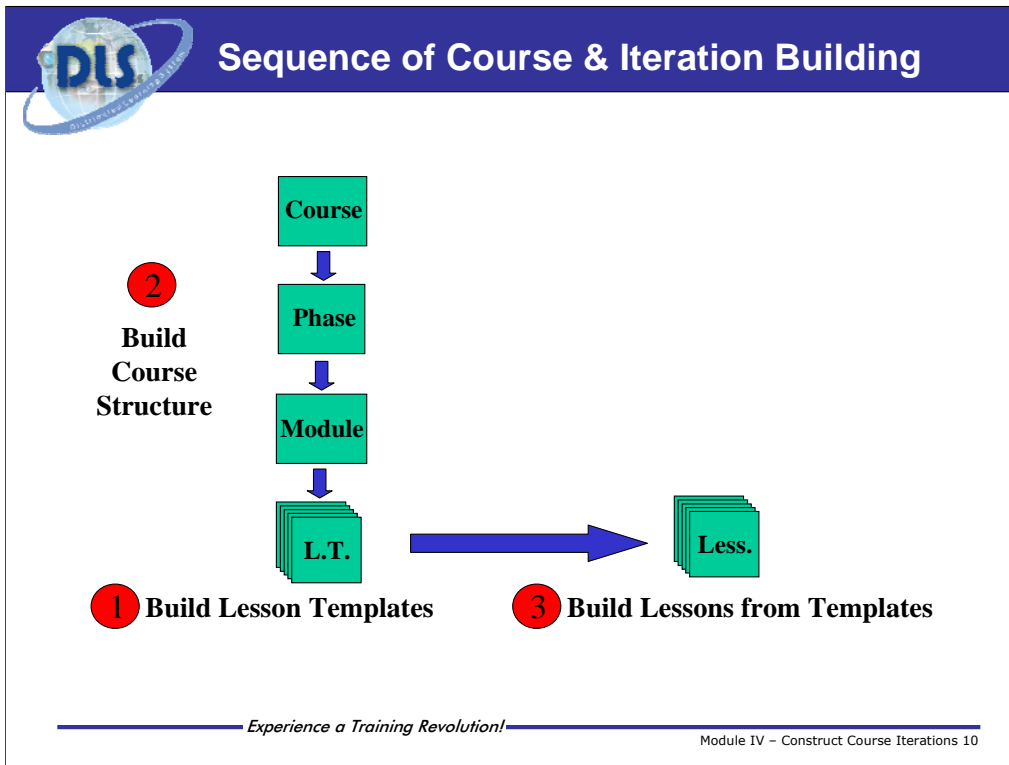
Construct Course Iteration Vignette

Show Me, Version


➡ **“Class Manager Lesson” Show Me**

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Module IV – Construct Course Iterations 9



To build an iteration, we remind ourselves where we are in the process, picking up from the Course Manager at Step 3, building Lessons from Lesson templates- one Lesson for every template in the Course model.



Lesson Details Screen



Lesson

Session Template

Lesson Requests

Lesson Batch

Registrations

Reports

Search

Create

Additional information will appear after you save the object.

Calendar

Contact Us

Help

About

Log Off

Go to: Lessons

Lesson Details

Save

Lesson Number *

Lesson Template Number *

Location *

Building

Virtual Classroom

Customer Service Rep.

Start Date *

End Date *

Session Template *

Lesson Type *

Delivery Type *

Date Cancelled

Attendance Information

Min Count *

Max Count *

Max In Wait List *

Lesson Base Price *

Credit Quantity

Security Domain *

Language *

Max Internal Conf. *

Student Count *

Students Waitlisted *

Max Discount *

Custom Fields:

ATRRS ID

Custom1

Custom2

Custom3

Custom4

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Module IV - Construct Course Iterations 11

11



Session Template Finder

Session Template Finder

Template Name like

Start Day like

thursday


Find

Results -- 13 items found.


Template Name	Start Day	No. Of Sessions
+ R F M 1-5, 8:30-5, 8:30-5	Thursday	3
+ TH 16-17	Thursday	1
+ TH-F: FIRST SESSION BEGIN AT 03PM (2.5HR)	Thursday	2
+ TH-F: FIRST SESSION BEGIN AT 03PM (3HR)	Thursday	2
+ TH-TH: FIRST SESSION BEGIN AT 02PM (1.5HR)	Thursday	1
+ TH-TH: FIRST SESSION BEGIN AT 08AM (1HR)	Thursday	1
+ TH-TH: FIRST SESSION BEGIN AT 08AM (3HR)	Thursday	1
+ TH-TH: FIRST SESSION BEGIN AT 08AM (71HR)	Thursday	8
+ TH-TH: FIRST SESSION BEGIN AT 09AM (1.5HR)	Thursday	1
+ TH-TH: FIRST SESSION BEGIN AT 10AM (1HR)	Thursday	1
+ TH-TH: FIRST SESSION BEGIN AT 11AM (1.5HR)	Thursday	1
+ Th 9-5	Thursday	1
+ Thurs (On Hour)	Thursday	1

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Module IV - Construct Course Iterations 12



Add/Modify Lesson Sessions



Lesson

Session Template

Lesson Requests

Lesson Batch

Registrations

Reports

Go to: LESSONS

Add/Modify Lesson Sessions

Cancel Done

Use this page to add, remove, or edit sessions for a Lesson. Note that this creates a customized session template for the Lesson. This customized session template is not available for use with other Lessons and can be edited only from within the Lesson.

Tip: When creating a customized session template from an existing template, you may want to edit the template name to reflect the changes you made to the sessions in the template.

Note: Changes you make to the sessions for this Lesson are not saved until you save changes for the Lesson. To save changes for the Lesson, click 'Save' in the Main page.

Session Template Name *

Ad Hoc

Number of Sessions: 0 Total Hours: 0 Minutes: 0

Edit	Week #	Session Name	Day of Week	Start Time	End Time	Delete
No Results Found.						

Session

Week # * Name * Day * Start Time * End Time *


Monday

☐ This is the first session

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Module IV - Construct Course Iterations 13

13



Lesson Details Screen


Calendar

Contact Us

Help

About

Log Off



Go to: Lessons

Lesson

Session Template

Lesson Requests

Lesson Batch

Registrations

Reports

Search

Create

Additional information will appear after you save the object.

Lesson Details

Save

Lesson Number *

Lesson Template Number *

Location *

Building

Virtual Classroom

Customer Service Rep.

Start Date *

End Date *

Session Template *

Lesson Type *

Delivery Type *

Date Cancelled

Attendance Information

Min Count *

Max Count *

Max In Wait List *

Lesson Base Price *

Credit Quantity

Security Domain *

Language *

Max Internal Conf. *

Student Count *

Students Waitlisted *

Max Discount *

Custom Fields:

ATRRS ID

Custom1

Custom2

Custom3

Custom4

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Module IV - Construct Course Iterations 14



Construct Course Iteration PE

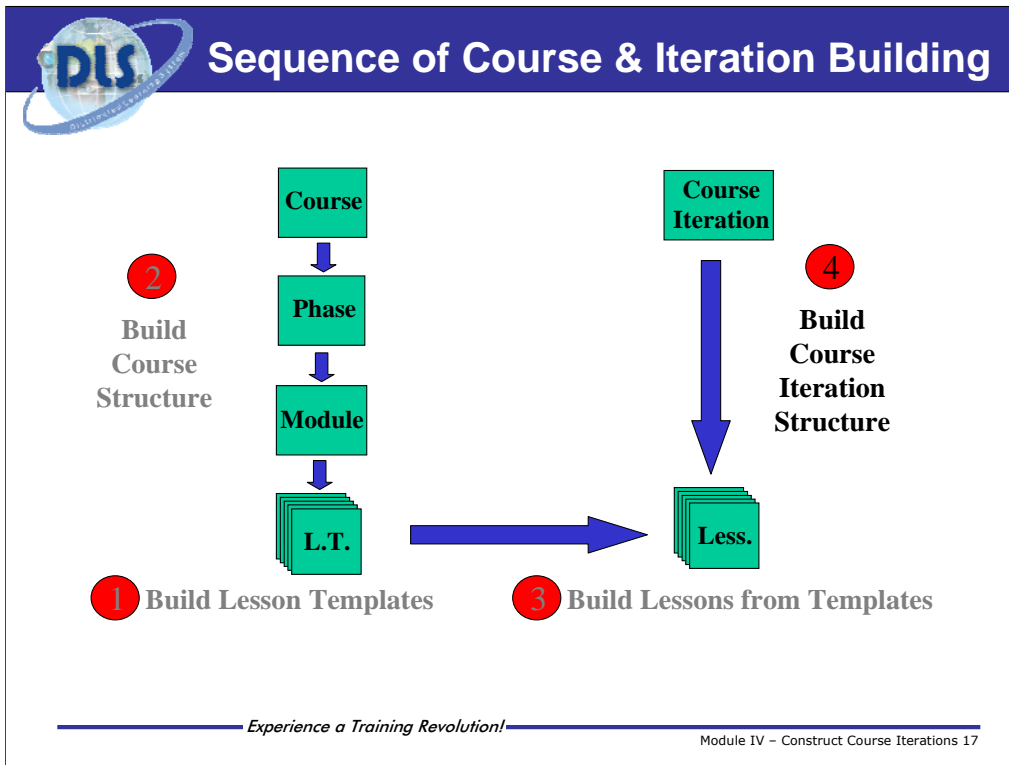
➡ Class Manager PE # 1

- Create Lesson

➡ ALMS Training Database is located at:
<http://training.lms.army.mil>

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Module IV - Construct Course Iterations 16



We pick up with Step 4 in the diagram. We build Course iteration structure by adding Lessons as Learning Offerings.

Note that we reach down and get the Lessons that we built in step 3 to build the Iteration.

Note again that there are no Phases and Modules at the iteration level.




Construct Course Iteration Vignette

Show Me Versions

➡ **“Class Manager Course Iterations” Show Me**


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Module IV - Construct Course Iterations 18



Course Iterations Details Screen

CalendarContact UsHelpAboutLog Off



Go to:

CurriculumLesson TemplateProduct**Course Iteration**Roster TemplateCoursesLibrarySkillsReports

Search

Create

Additional information will appear after you save the object.

Course Iteration Details

Course Iteration Lessons

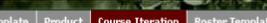
You can use this page, and the next page, to create a Course Iteration. You must add at least one Course Iteration item to a Course Iteration before you can save it.

<div>Product Group *</div> <div><input type="text"/></div>	<div>Total Price</div> <div>0.0</div>	<div>Custom Fields</div> <div>ATRRS Class ID</div> <div><input type="text"/></div>
<div>Course Iteration Number *</div> <div><input type="text"/></div>	<div>Number Items</div> <div>0</div>	<div>Package Type</div> <div><input type="text"/></div>
<div>Name *</div> <div><input type="text"/></div>	<div>Training Units</div> <div><input type="text"/></div>	<div>Custom2</div> <div><input type="text"/></div>
<div>Description</div> <div><input type="text"/></div>	<div><input checked="" type="checkbox"/> Internal</div>	<div>Custom3</div> <div><input type="text"/></div>
<div>Marketing Campaign</div> <div><input type="text"/></div>	<div><input checked="" type="checkbox"/> External</div>	<div>Custom4</div> <div><input type="text"/></div>
<div>Security Domain *</div> <div><input type="text"/></div>	<div><input checked="" type="checkbox"/> Display For Web</div>	
<div>Available From *</div> <div><input type="text"/></div>	<div><input checked="" type="checkbox"/> Display For Call Center</div>	
<div>Discontinued From</div> <div><input type="text"/></div>		

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Module IV - Construct Course Iterations 19

19

Go to:

Curriculum Lesson Template Product **Course Iteration** Roster Template Courses Library Skills Reports

Change:

Course Iteration Details : LMS Training Overview FY 05 Class 01 Course Iteration Lessons Save


<ul style="list-style-type: none"> Main Audit Trail Internationalization Notes Keywords Attachments Roster 	<p>Product Group *</p> <p>LMS</p> <p>Course Iteration Number *</p> <p>LMS OVERVIEW 05</p> <p>Name *</p> <p>LMS Training Overview FY 05 C</p> <p>Description</p> <hr/> <p>Marketing Campaign</p> <hr/> <p>Security Domain *</p> <p>Common</p> <hr/> <p>Available From *</p> <p>10/06/2004 </p> <p>Discontinued From</p> <p><input type="text"/> </p>	<p>Total Price</p> <p>0</p> <p>Number Items</p> <p>2</p> <p>Training Units</p> <p><input type="text"/></p> <p><input checked="" type="checkbox"/> Internal</p> <p><input checked="" type="checkbox"/> External</p> <p><input checked="" type="checkbox"/> Display For Web</p> <p><input checked="" type="checkbox"/> Display For Call Center</p>	<p>Custom Fields</p> <p>ATRRS Class ID</p> <p><input type="text"/></p> <p>Package Type</p> <p><input type="text"/></p> <p>Custom2</p> <p><input type="text"/></p> <p>Custom3</p> <p><input type="text"/></p> <p>Custom4</p> <p><input type="text"/></p>
---	--	--	--

Update Registrations

Click on "Update Registrations"



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Module IV – Construct Course Iterations 20



Course Iterations Section Details Screen

[Calendar](#)
[Contact Us](#)
[Help](#)
[About](#)
[Log Off](#)

Go to:

[Curriculum](#)
[Lesson Template](#)
[Product](#)
[Course Iteration](#)
[Roster Template](#)
[Courses](#)
[Library](#)
[Skills](#)
[Reports](#)

[Search](#)
[Create](#)

[Main](#)
[Audit Trail](#)
[Internationalization](#)
[Notes](#)
[Keywords](#)
[Attachments](#)
[Roster](#)


Course Iteration Section Details

[Back](#)
[Save](#)

To add a Course Iteration lesson, enter a description for the lesson, then add one or more catalog items as sections for the lesson. To add another lesson for the Course Iteration, click the Back button. When you are finished adding Course Iteration Lessons and sections, click Save.

Description:
Manager Approval:

Sections: [Add New](#)

Name	Version	Category	Start Date	Start Time	Section(s)	Delete
LMS Collaboration :MANSCEN and Fort Leonard Wood :12/02/2004 :12/02/2004		Lesson	12/02/2004	10:30	Register Group(s)	

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Module IV - Construct Course Iterations 21



Learning Offering Selection Input

Calendar Contact Us Help About Log Off

Go to: Catalog

Curriculum Lesson Template Product **Course Iteration** Roster Template Courses Library Skills Reports

Search for Learning Offerings - Microsoft Internet Explorer

Search for Learning Offerings Cancel

Category: Lesson Template Product Group: CORPS OF ENGINEERS GO

☐ Select All Done

	Title	Version	Product Group
<input type="checkbox"/>	12 MINE DETECTOR		CORPS OF ENGINEERS
<input type="checkbox"/>	554th Commander's Brief		CORPS OF ENGINEERS
<input type="checkbox"/>	AAR Prep = Text - Book Turn-in Prep		CORPS OF ENGINEERS
<input type="checkbox"/>	ACCIDENT AVOIDANCE AND SAFETY		CORPS OF ENGINEERS
<input type="checkbox"/>	ACCIDENT AVOIDANCE AND SAFETY		CORPS OF ENGINEERS
<input type="checkbox"/>	ACCIDENT AVOIDANCE AND SAFETY		CORPS OF ENGINEERS
<input type="checkbox"/>	AN/PSS-12 MINE DETECTOR		CORPS OF ENGINEERS
<input type="checkbox"/>			CORPS OF

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Module IV - Construct Course Iterations 22

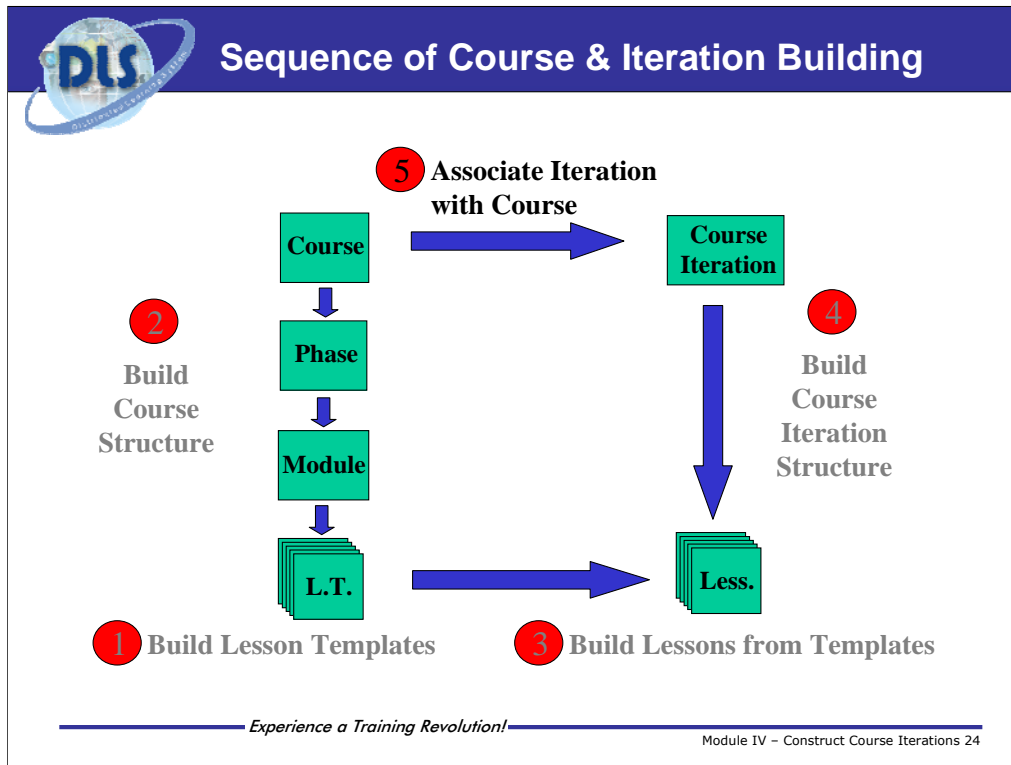



Steps To Building Lesson Iterations

- ➔ Step 1: Click “Catalog”, Click “Course Iterations” Tab, Click “Create” in the Left Navigation Bar
- ➔ Step 2: Fill in your Course Iteration data
- ➔ Step 3: Click on “Course Iterations Lessons”
- ➔ Step 4: Click “Add New”
- ➔ Step 5: Enter data in the Description Field
- ➔ Step 6: Click “Add New”
- ➔ Step 7: Select the Category and Product Group from the drop-down menu, and click “Go.”
- ➔ Step 8: Select (check) **ONE** Learning Offering and click “Done.”
- ➔ Step 9: Click “Save” and then **Click “Back”**
- ➔ Step 10: Repeat Steps 4-9 for every required lesson

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Module IV – Construct Course Iterations 23





Associating the Iteration with the Course

[Calendar](#)
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[About](#)
[Log Off](#)

Go to:

[Curriculum](#)
[Lesson Template](#)
[Product](#)
[Course Iteration](#)
[Roster Template](#)
[Courses](#)
[Library](#)
[Skills](#)
[Reports](#)

[Search](#)
[Create](#)

- [Main](#)
- [Internationalization](#)
- [Notes](#)
- [Prerequisites](#)
- [Roles](#)
- [Audit Trail](#)
- [Course Iterations](#)
- [Attachments](#)

Change:

Course Details: LMS Training for Course Managers(Web-Based), V01
[Course Phases](#)
[Save](#)

Name *

Version

Available from *

Discontinued from

Security Domain *

Acquire within (days)

Custom Fields

Course Number

POI_ID

School Code

Foreign Disclosure Code

Phase

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Module IV – Construct Course Iterations 25

Having completed constructing the Course iteration, we must remember to associate the iteration with the original Course. This is done from the original Course's Course Details screen.



Steps To Associating Iterations to Courses

- ➔ **Step 1: Click “Catalog”, “Courses”, “Search”.**
- ➔ **Step 2: Enter search criteria and find the course the iteration is to be associated with.**
- ➔ **Step 3: Click the “Edit” icon.**
- ➔ **Step 4: Click “Course Iteration” link in the Left Navigation Bar.**
- ➔ **Step 5: Use the course iteration Finder to find the iteration just constructed and click “Add”.**



Course Iteration PE

➔ Class Manager PE # 2 & 3

- PE 2 - Create a Course Iteration (ALMS Managed)
- PE 3 - Create a Course Iteration (ATRRS Managed)

➔ ALMS Training Database is located at:

<http://training.lms.army.mil>

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Module IV – Construct Course Iterations 27

Take 20 minutes to do the Class Manager PE 2 &3.

In these PEs you will create a Course Iteration for both an LMS managed Course and an ATRRS Managed Course.



Business Cases for Course Iterations

➔ **Business Case:** Requirement for an admin Lesson after academic training Lessons are complete.

➔ **For Example:**

- GRADUATION
- PHYSICAL FITNESS TEST
- TURN IN OF EQUIPMENT

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Module IV – Construct Course Iterations 28

Take 20 minutes to do the Class Manager PE 2 &3.

In these PEs you will create a Course Iteration for both an LMS managed Course and an ATRRS Managed Course.



Admin Requirements Business Process Steps

- ➔ **Construct Course and Iteration as designed.**
- ➔ **Create an “extra” Lesson Template and Lesson.**
 - Schedule it for after the last academic Lesson for any duration.
 - Schedule Class Manager (administrative gatekeeper) as Instructor for the Lesson.
- ➔ **Class Manager does not mark last (administrative) Lesson “Delivered” until all required actions have been completed.**

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Module IV – Construct Course Iterations 29

You can create an “Extra” Lesson Template and Lesson to “schedule admin requirements”



Construct Course Iterations Summary

What We've Learned. . .

- ➔ Terminology
- ➔ Created a Lesson
- ➔ Create/Add/Modify Session Template
- ➔ Built Course Iterations
- ➔ Associate Iterations with Courses

Questions?

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This is what we've learned.

What are your questions pertaining to constructing a Course Iteration?